



POSITION DESCRIPTION

Position: Accounts Receivable Manager		Department: Finance/Treasurer	
Reports to: Finance Director/Treasurer		FLSA Status: Exempt	
Location: Civic Center	Division: N/A	Pay Grade N/A	
Revised: May 12, 2016	Last Reviewed:	Union: N/A	Status (FT/PT/Temp): Full-time

GENERAL PURPOSE

This position will assist in directing, managing, supervising and coordinating the activities and operations of the Finance/Treasurer Division. This position will provide a variety of routine and complex supervisory, clerical, and administrative work in the administration of the city government.

SUPERVISION RECEIVED

Work under the general supervision of the City Finance Director/Treasurer providing highly responsible and complex administrative support.

SUPERVISION EXERCISED

Exercise supervision over clerical and other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in directing, managing, supervising and coordination the activities and operation of the Finance/Treasurer Division including performing complex analyses; preparing worksheets and other reports to support bank reconciliations and other cash collection and cash management functions, audit schedules and revenue projections.

Manages the administration of all revenue collections including tax collections. Tax administration includes processing, billing, collection, and distribution to all taxing entities. Further, the Accounts Receivable Manager will coordinate and assist with the annual tax settlement process.

Assists and oversees credit and debit card account maintenance and charge backs. Performs or assigns all bank related job assignments; monitors and maintain banking information and cash needs. Provide recommendations to Finance Director/Treasurer to ensure appropriate balances are available to meet cash needs.

Assists and oversee the issuance and maintenance of the City's procurement cards.

Under the direction of the Finance Director/Treasurer, assists in the development, document and/or maintenance of work processes and procedures for City grants. Monitors all city grants for compliance with state and federal requirements. Tracks grants expenditures/revenues and prepare reimbursements requests for review as necessary.

Performs monthly reconciliation of accounts receivables; including but not limited to quarterly review of accounts receivable aging reports with annual distribution of the report for departmental review for year-end processes, creation and collection of miscellaneous invoices and reconciles monthly delinquent tax settlement with Oakland County.

Plans, gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Assures that assigned areas of responsibility are performed within budget; perform cost control activities; monitor expenditures in assigned area to assure sound fiscal control.

Determines and documents all work procedures, prepares work schedules, and expedites workflow; study and standardize procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examine work for exactness, neatness, and conformance to policies and procedures.

Attends County tax user group meetings. May attend regular and special city council or other board meetings as required.

Provides public information to citizens, civic groups, the media and other agencies as requested.

PERIPHERAL DUTIES

Attends seminars and workshops related to financial and accounting aspects of municipal administration.

Assists in the preparation of ordinances and resolutions related to the Finance/Treasurer functions, as directed.

Acts in other capacities in absence of various staff within the Finance/Treasurer department.

REQUIRED MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a degree in accounting, finance, business, or public administration.

Knowledge of governmental financial principles and practices as well as municipal state and federal government rules and regulations.

Previous experience with computerized financial and accounting software, preferably BS&A software.

Ability to prepare and present clear and concise reports, verbally and in writing, and work effectively with our customers.

Have ability to perform all duties effectively in an environment where constant interruption is normal.

DESIRED QUALIFICATIONS

Prefer previous experience in any of the following areas: public administration; accounting; finance; grant administration; investments; debt issuance; property tax administration including bankruptcies, jeopardy tax liens, TIFA's, DDA's, LDFA's, IFEC's, Public Act 189's, Brownfield's, SMART Zones, Michigan Tax Tribunal Decisions and State Tax Commission Changes and their application to tax roll processing, management, billing, collection and distribution; bank account reconciliations; credit card reconciliations.

SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one within three months. Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer with Microsoft software; BS&A financial software, Oakland County property/land tax software, 10-key calculator, multi-line phone, copy machine, and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; reference check; conditional offer of employment; post offer medical examination, drug screen, physical and psychological testing; financial history and background check; additional job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Finance Director/Treasurer

Approval: _____
City Manager

Approval: _____
Employee